

VRIS UPDATE

POST SECONDARY TRAINING PROGRAM MANUAL CHAPTER

Effective 8/3/2007

Number 95

SUMMARY OF UPDATES

The Post Secondary training program manual chapter has been revised to add some information. Revisions are noted with a bar at the right side of the information. The two additions are:

1. The Student Financial Aid Report form has been made into an electronic form that can be exchanged with schools via the internet. The original form for mailing will still be available on VRIS as well as the new SFAR-E form. Information in the chapter describes how to use the new form and lists the schools that have agreed to use this electronic form. This was developed from a suggestion by Pam Cody of our Kearney office. The Kearney office piloted this last spring with CCC in Hastings. Since then we have added UNK and SECC. More schools will be added in the future. The schools who have agreed so far want us to use the electronic form rather than the mailed form as much as possible.
2. Current information concerning budgeting and the Education Budget Worksheet has been revised. When staff receive the school financial information they are instructed to meet with the client and discuss financial planning and budgeting. Completion of a budget is helpful for most individuals but will not be mandatory. The Education Budget Worksheet is available on VRIS to do budgeting with individuals but is no longer mandatory.

VRIS POSTING

The revised Post Secondary training chapter dated 7/30/07 is posted on VRIS in the program manual menu under Community Services.

The new SFAR-E form is posted on VRIS under Printed & Marketing Materials – Case Service Forms & Worksheets.

FORMS REVISED

No forms were revised. A new SFAR-E form was created.

MONITORING REQUIREMENTS

Office directors should check with staff in October 2007 to see if the new forms are being used and to assure they are working correctly.

TEAM COMMUNICATION

These revisions should be discussed in a team meeting to assure all staff are aware of the changes and understand how to use the new form.

LEADERSHIP CONTACT

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